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24 October 1957

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MEMORANDUM FOR: Director of Training

FROM : Acting Chief, Plans and Policy Staff

SUBJECT : Weekly Ac [REDACTED]

A. PROJECTS IN PROCESS

1. Consolidation of Files

The Plans and Policy Staff has initiated a drive to consolidate office files and to dispose of all unnecessary items. We anticipate that this will result in saving at least one and one-half safes, and we plan, within the next week, to return one of the four-drawer safes in order to make more room in the secretaries' office.

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2. Review of [REDACTED]

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A staff review of CIA Regulation [REDACTED] has been re-initiated with the return of [REDACTED] from emergency leave.

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B. MEETINGS ATTENDED

1. Support Planners Meeting

One of the subjects discussed again at the Support Planners Meeting was the DD/S briefing for senior administrative officers of the Department of State who have been scheduled for assignment to major State installations abroad. All support components will be notified at the time such briefings are to be provided and a representative of the interested foreign division will participate.

[REDACTED] indicated that after two or three of these briefings have been conducted under his auspices he hopes to transfer the function to the Office of Training.

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SUBJECT: Weekly Activities Report #43

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2. Special Briefing

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[] attended the special briefing for University Consultants [] on 21 and 22 October 1957. The program was comprehensive and highly informative and from the comments made by many of the consultants, it was very successful. Enthusiastic recruitment of JOT candidates should be the main benefit of the meeting, for all of the consultants know much more of our type of work and understand more fully the qualifications desired by the Agency of its Junior Officer candidates.

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C. PERSONNEL

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1. [] has been detailed to the Plans and Policy Staff, effective 21 October 1957. [] has been given the assignment of surveying training courses previously approved by the DTR under the provisions of []

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2. [] has completed the Effective Speaking course, presented from 9 September to 16 October 1957.

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